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413777

26 September 1949

MEMORANDUM TO EXECUTIVE, CIA

VIA : 1. Management Officer
2. Personnel Officer
3. Chief, Coordination, Operations and Policy Staff

FROM : Assistant Director, Reports and Estimates

SUBJECT: Reorganization of Map Library Division, Map Branch, ORE

1. There is attached hereto a request of the Chief, Map Branch, ORE, for the reorganization of the Library Division of that Branch, together with a Table of Organization and proposed functional statements for the revised organization.

2. These changes are considered necessary in view of:

(a) Changing emphasis of functions in the Map Library as the problem progresses from the initial focus of organizing and processing accumulated material to that of servicing requests and maintenance of accessions.

(b) Providing a centralized administrative control of processing and filing services under a responsible officer for increased efficiency of operation.

(c) Providing a centralized reference section to insure more efficient and timely reference service.

3. It is recommended that the proposed organizational changes be effected.

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Distribution:
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